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REGULATION  
No.

SERVICES  
January 1954

MAIL SERVICE

References: Regulation   
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Notice

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1. GENERAL

The has been established for the purpose of coordinating within CIA Headquarters:

a. The receipt, dispatch, collection, and distribution of official CIA mail.

b. The courier and messenger service.

2. AUTHORITY

a. The Chief, General Services Office, is responsible for the maintenance of the headquarters mail and courier service in accordance with paragraph 22-g, Regulation

b. The Chief, Records Services Division, is authorized to act for the Chief, General Services Office, in the administration of the

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3. POLICY

This regulation is directed towards the establishment of an efficient headquarters mail service involving the following policy factors:

- a. All mail, courier and messenger operations to be centrally supervised except for special requirements subject to the approval of the Deputy Director (Administration).
- b. Maintain scheduled courier and messenger pick-up and delivery service to meet regular needs.
- c. Provide special service as required.

4. FUNCTIONS

a. Mail Room

(1) Receives and controls, when necessary, all official incoming mail.

(2) Processes and dispatches all outgoing mail.

b. Courier Service

Collects, transports and delivers to any required destination, all types of security classified material including top secret.

c. Messenger Service

Pick-up and delivery within any CIA building of mail classified up through secret.

5. RESPONSIBILITIES

- a. The [ ] has the following responsibilities in the administration of the headquarters mail service:

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- (1) Provide regular scheduled and "special" courier or messenger service for the entire headquarters offices of the Agency, except for those offices providing their own courier and messenger service as approved by the Deputy Director (Administration).
- (2) Processes all official incoming and outgoing mail.
- (3) Maintain Registry Logs for all incoming and outgoing registered mail.
- (4) Provide armed courier(s) on specific assignments involving the risk of theft or compromise.
- (5) Provide, upon specific request, courier service to destinations away from the Washington area.
- (6) Receive, sort and distribute daily and Sunday newspapers purchased for use in the Agency.
- (7) Maintain an up-to-date locator file of personnel in the Agency to facilitate the distribution and delivery of mail.
- (8) Comply with all security measures regarding mail, courier and messenger operations.
- (9) Provide technical assistance to CIA offices and officials with respect to mail, courier and messenger operations.
- (10) Maintain liaison with other Government agencies regarding mail and courier operations.
- (11) Compile statistical data as required by the Comptroller, Budget, Logistics, General Services, etc.
- (12) Compile data regarding the number of pieces of penalty mail dispatched quarterly.
- (13) Prepare certification for  as required in

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Regulation [ ] that no misuse of the penalty mail privilege was made during the quarter.

- b. The Office Registries and message centers are responsible for:
- (1) Having the mail ready for the courier(s) or messenger(s) at the scheduled time of pick-up.
  - (2) Processing incoming mail as soon as possible so as not to delay the delivery of this mail to the action desk,
  - (3) Utilizing the mail, courier and messenger service available from the [ ] whenever possible.
  - (4) Maintaining control of registered material after delivery.

6. PROCEDURES

- a. [ ]
- Operating procedures for the [ ] will be issued in the form of a handbook.

b. SCHEDULES

Schedules of courier trips will be issued periodically in the form of Notices, subject to revision in accordance with changes in the organization, location, volume, etc.

c. RECEIPTS

- (1) Courier's Classified Mail Receipt, CIA Form 35-16 will be used for the control of all material transmitted via the courier or messenger service, which is classified CONFIDENTIAL and SECRET.
- (2) Courier's Classified Mail Receipt, CIA Form 35-16 A (pink) will be used for the control of all material transmitted via the courier service, which is classified TOP SECRET.

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d. IMPREST STAMP ACCOUNTS

- (1) An Imprest Stamp Account is a point in an office authorized to maintain a specified number of stamps for use in those cases where it is not considered desirable, for operational or security purposes, to have the postage (i.e. postage stamps or meter stamps) affixed in the [ ] 25X1
- (2) Paragraph 4 b (1), Regulation [ ] authorizes the Comptroller to establish Imprest Stamp Accounts within CIA headquarters when necessary for operational or security purposes. 25X1
- (3) Requests for authorization of an Imprest Stamp Account will be prepared in memorandum form and submitted by the office head concerned to the Comptroller. Requests should contain:
  - (a) A brief statement of justification, including reasons why mail requiring postage stamps or meter stamps cannot be processed through the [ ] 25X1
  - (b) Estimated value of stamps required for no less than 30 and no more than 60 days.
  - (c) Name of employee to be designated Custodian of the Imprest Stamp Account.
- (4) If the Comptroller authorizes the Imprest Stamp Account, the requesting office will be notified by memorandum of the amount authorized. A copy of this memorandum will also be forwarded to the Chief, [ ] 25X1
- (5) Postage stamps will be procured from the Chief, [ ] 25X1  
[ ] by means of a memorandum specifying the number and denominations of the stamps required. The Chief, [ ] 25X1

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[ ] will supply the stamps requested and will obtain the signature of the Custodian of the Imprest Stamp Account on the memorandum indicating receipt of the stamps by the Custodian.

(6) Maintenance

(a) Appropriate personnel in each office will prepare a Postage Slip, Form 35-11 for all outgoing mail which requires postage.

(b) If the nature of the mail is such that postage or meter-stamps may not be affixed in the [ ] the Custodian of the Imprest Stamp Account for that office will:

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(1) Remove the Forms No. 35-11 from the mail, affix postage stamps as required, and enter the total value of postage stamps used on the Form 35-11.

(2) File the Forms 35-11 with the stamps on hand. The total of amounts shown on the Forms 35-11 plus the value of the stamps on hand should, at all times, equal the amount of the Imprest Stamp Account as authorized by the Comptroller.

(c) If the nature of the mail is such that postage may be affixed in the [ ] the procedure prescribed in subparagraph e below should be followed.

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(d) Additional stamps will be procured by submitting processed Forms No. 35-11 to the [ ] in exchange for stamps.

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(7) Imprest Stamp Accounts will not be used for conducting the day to day business of the Agency. They will only be used for the specific purpose authorized. The [ ] has postage stamps on hand and also has a postage meter machine available for the rapid stamping of large quantities of mail.

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(8) An office desiring to close an Imprest Stamp Account should submit a memorandum to this effect to the Comptroller. The Comptroller will then arrange for an audit of the account. After the audit has been completed, the remaining stamps and Postage Slips will be forwarded to the Chief, [ ] [ ] by means of a memorandum informing him of the closing of the account.

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e. POSTAGE

Mail requiring postage which may be affixed in the [ ] [ ] must have a Postage Slip, Form 35-11, attached. Upon receipt in the [ ] postage stamps or meter stamps will be affixed to the outgoing mail depending upon the nature of such mail.

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responsibility of the offices in the agency to advise the [ ] of these addresses.

- (d) Mail bearing official's or individual's home addresses as the return address.
- (e) Mail having a CIA, FRIS or SSU return address. Normally this mail is dispatched under the penalty privilege and is not considered to be "Cover" mail. However postage stamps will be used when it goes out of the ordinary class, as would be the case for airmail, parcels over 4 pounds, etc. This is done in order not to connect the return address (Agency) with the postage meter machine.

NOTE: Office personnel should state "DO NOT METER" on Postage Slip, Form 35-11 for that mail which they feel should not be connected to the Agency.

- (2) Meter stamps will be affixed to the following types of "Open" mail.

- (a) Mail bearing a 2430 E. St., N. W. return address.
- (b) Mail bearing certain "Open" post office box numbers as the return address.
- (c) Mail bearing no return address. (Unless otherwise indicated on the Postage Slip, Form 35-11.)
- (d) Mail bearing certain known offices return addresses, such as the [ ]

f. MAINTENANCE OF POSTAGE STAMP DAILY SUMMARY SHEET, FORM NO. 34-13.

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25X1 (1) The Chief, [ ] and Postage Stamp Custodians in field stations will record postage stamp acquisition and disposition on CIA Form 34-13, Postage Stamp Daily Summary Sheet, as follows:

(a) Enter balance of stamps on hand in the "Balance" column on the first line of each page.

(b) Record value of stamp acquisitions in the "In" column. On the same line, in the "Explanation" column, Stamp Custodians in field stations will enter the petty cash voucher number and the Chief, [ ] will enter the requisition number.

(c) Record value of stamps used during the day for official business in the "Out" column as a single line entry.

(d) Reconcile, at least once a week, balance indicated on the Daily Summary Sheet with the physical inventory of stamps on hand.

(2) Form No. 34-13, Postage Stamp Daily Summary Sheet, is subject to audit by the Auditor-in-Chief or his duly appointed representative at his discretion.

g. UNDELIVERABLE MAIL

25X1 (1) The problem of Underliverable Mail is always present in the [ ] This is mail addressed to individuals for which the [ ] is unable to locate any record and therefore cannot effect delivery.

(2) Mail addressed to individuals will not be opened in the [ ]

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Such mail will be processed over the Locator File to determine the office designation, building, and room number of the individuals.

- (3) If there is no record of the individuals in the Locator File, appropriate offices in the Agency will be contacted to ascertain if the individuals are of record in those offices. When such contact fails to disclose any record of the individuals, the mail is considered to be "Underlivable Mail" and will be returned to the Post Office.

h. ADDRESSING OF INTER-OFFICE MAIL

- (1) The following information should be provided on all inter-office mail:

(a) Office of origin.

(b) Office Designation of Addressee

(Position title or name may be added if desired).

(c) Building Designation (name or number).

(d) Room number or Registry address.

NOTE: Mail or package material received in the

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which is not addressed in accordance with these instructions will be returned to the office of origin for completion or correction.

i. OUT OF TOWN COURIER SERVICE

- (1) The  upon specific request, will provide special courier service to out of town destinations.

- (2) In order to document the use of such service and to insure that

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it is required by a responsible level of authority, requests for this service will be prepared in memorandum form and signed at the Division level. These requests will be submitted to the Chief, Records Services Division in advance, when possible, of the requested service. The following information should be contained therein:

- (a) the destination,
- (b) the approximate size of the material,
- (c) when it must leave,
- (d) when it must be delivered.

NOTE: In emergent cases arrangements may be made direct with the Chief, [REDACTED] However, this will not eliminate the need for submitting the memorandum documenting the use for this service as indicated above.

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- (4) The Chief, [REDACTED] will make all further arrangements, including:
- (a) the selection of the courier,
  - (b) the preparation of Form 33-27, Travel Order,
  - (c) the preparation of Form 33-15, Request for Advance, when necessary,
  - (d) contacting the Transportation Division for information regarding departure and arrival times, and for reservations.
- (5) The Travel Orders of the courier will be signed by the Chief, General Services or his designate.